

Berthoud Town Administrator Report – May 4 and May 11, 2018

The Town Administrator Report is intended to include work highlights from the week as reported by Department Heads. If you have any questions, please don't hesitate to contact me
-Chris Kirk, Town Administrator

Administration:

- Staff members met together to discuss traffic safety related issues throughout town. Some of the locations and issues discussed were identified by the public. Others were identified by staff.
- Staff had multiple consultations with possible consultants to help refine a plan for recreation development opportunities to be brought to the Board as requested.
- Staff met to discuss needed organizational and personnel policy updates.

Business Development:

- Received confirmation that the Wilson Ranch site has been certified by Xcel Energy and prepared the press release to announce the designation.
- Met with the Northern Colorado Economic Alliance to discuss regional marketing activity.
- Met with Berthoud company, Rapid Production Tooling to learn about their product development activity in Berthoud.
- Hosted a meeting with the Neenan Company to discuss Berthoud's business development opportunities.
- Responded to an inquiry for the construction of a 20,000 sf building in Berthoud Commons.
- Attended the NoCo Manufacturing Partnership Networks Committee Meeting.
- Attended Advantage Bank's event.
- Spoke with the Fort Collins Magazine about their upcoming article about Berthoud.
- Finalized the draft for the brochure to be used specifically for the ICSC Conference.
- Continued to work with CGM consulting on refreshing the Business Development Section of the Berthoud web site.
- Met with a property owners representative to discuss the options for developing his property.
- Met with executives with The Group, Inc. to discuss Berthoud's development activity.
- Met with the owner of a new the Berthoud business, Jason Innes Photography, welcoming him to Berthoud.
- Drafted and distributed the Press release for the Wilson Ranch Site certification designation.
- Attended the Chamber's Business Before Hours event.
- Presented to the brokers with RE/MAX Eagle Rock about Berthoud's development activity.
- Finalized the brochure to be used specifically for the ICSC Conference.
- Continued to work with CGM consulting on refreshing the Business Development Section of the Berthoud web site.

Community Development:

- Received 5 RFP's for the Mtn. Avenue Corridor Plan.
- Staff is working on creating pollinator garden standards for the new code.
- Met with three commercial developers about potential projects.
- Staff would like to welcome the three new Planning Commissioners, who will have their first meeting on May 10th.
- Permit and development activity remains very strong.
- Heron Lakes Clubhouse (over 60,000 sq. ft) building plans are in review.

- Conducted an interview for a golf magazine regarding the development Heron Lakes.
- Welcome to our newest employee, Jill Wilson as administrative assistant for the Community Development Department. Jill is a Berthoud Resident, and comes to us from the Larimer County Community Development Department, where she had 14 years of experience as an administrative assistant, including acting secretary to the Larimer County Planning Commission.
- The Community Development Department would like to welcome the newest Planning Commissioners, Jan Dowker, Kelsey Byron, and Jeff Butler.
- The Historic Preservation Advisory Committee has one opening, and advertisements for this position will begin shortly.

Finance Department:

- Xpress Bill Pay was launched this week. So far, it is a huge success. It allows utility customers to pay their bill on-line, sign up for auto pay, and sign up for paperless billing. We have had several positive comments so far.
- As Safety Committee, we were notified that Scott Klemm (streets supervisor) received the Safety Champion Award from CIRSA. Congratulations to Scott!

Award recipients can be an employee, department, or safety committee who best exemplifies the following criteria:

- ✓ Implements a unique safety program within their entity
- ✓ Participates in innovative loss control initiatives that have a proven track record and have made a positive impact on the entity's overall safety process
- ✓ Acts as a strong advocate for loss control
- ✓ Makes an extra effort to improve or correct a specific aspect of safety within the workplace
- ✓ Inspires a culture where safety is considered a value and an integral part of all operations
- ✓ Implements a safety program that results in a decrease in the number and/or costs of accidents.

Parks & Recreation:

- Prepped ballfields for youth baseball and softball games.
- Recreation Manager met with High Altitude Archery- potential to add rec archery program.
- Recreation Manager with an instructor to talk about offering a baton twirling program.
- Secured coaches for youth baseball league over the summer and scheduled coaches meeting.
- Rec Staff supervised flag football, softball, and soccer games.
- Pool clean-up- pumped out water, leaves, and debris. cleaned liner and pool basin.
- Pool bathrooms, water heater filled and maintenance checks.
- Supervised Little Strikers soccer program.
- Staff created Sand volleyball proposal & marketing materials- new program.
- Developed and edited Department video presentation for board retreat.
- Began interviews for CARA track coach.
- Town Park restroom opened for 2018- cleaned, water drips and graffiti cleaned.
- Main Street back flows plumbed in and raised above ground. Poured concrete and caged.
- Bein concessions painted, electrical repairs done to lights.
- Attended Port meeting to review master plans.
- Parks staff working on presentation for Fishing Is Fun Grant (May 22.).

- Roundabout weeded.
- Conducted consultations to the public regarding tree/pest management.
- Staff reviewed landscape development plans for Rose Farm and Fickel Farm.
- Planted four (4) sucker punch chokecherry trees: two (2) Pioneer Park; two (2) Mountain Ave.
- Updated online tree inventory to reflect removals and replacements.
- Received bids from contractors regarding standard price per inch for cost share program ash tree treatments.
- Met with Colorado State Forest Service regarding EAB management.
- Reviewed 2018 seasonal employees' salaries and info to payroll department.
- Staff met with High Country pools rep to review maintenance contract.

Public Works:

Streets:

- Street sweeping now weekly underway with warmer weather.
- CR 44 bridge update: all concrete pours will be done next week.
- Cleaned storm water inlets and other known problem areas this week for handling the rain.
- Cleaned storage areas during the week.
- Assist weed cutting at Water Plant
- Pothole patching with cold mix
- Finish irrigation ditch cleaning and yard clean up at WW plant
- Graded CR7, WW, Recycling center, and Water plant roads
- Aeration of cemetery grounds
- 1 cremains service and dig grave for Full body next Monday
- Continue edging flat markers

Water:

- Backflow tests are still being received. A second letter will be sent out in May identifying High Hazard facilities.
- Water plant Expansion Update: final equipment to arrive and be installed next week. Staff is anticipating the expansion being operational by end of May.
- Staff has been training on new mechanical equipment at the Water plant.
- Staff is continuously working with the meter provider to have them contract for the Town to get all old radio units plus meter replacements as needed. The Town was provided with quote to replace 500 meters and radio units through a Sensus contract-operating company.
- Lead and copper sampling is 95% complete this week, staff was able to collect 39/40 required samples from town. Working on last sample, which due to lab by 6/30
- Due to Decree Water delay through our normal Carter Lake carriage route, PW Director and Water Department will consider moving decree water through the Welch pump station to Berthoud Reservoir.
- Quarterly DBP sampling to take place in May Berthoud, Quarterly 3MG Water Storage tank inspection to be done in May.
- Water Department is collecting quotes for a small maintenance boat for our reservoir raw water mixing and ultra-sonic algae units.

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- Monday May 14th, electrical work by Ramey ESD contractor on Berthoud Tank BPS additional pump should be complete, programming has been delayed however so manual operation of this pump will be required of staff.
- Water Department will gain a public water system upon the opening of the Loves Station, staff have head-start on the Monitoring Plan required to submit to CDPHE, also preparing for the additional sampling and monitoring required for this system.

Wastewater

- Ramey is working to help get Serenity ridge decommissioned.

Code Enforcement:

- Continued enforcement of vacation rental properties regarding zoning issues.
- Continued enforcement of dogs off of leash in areas that are prohibited.
- Working with other departments about an ongoing issue in an alley/easement.
- Spoke with owner at Mi Cocina about trash by dumpster in alley
- Contacted Xcel about the graffiti at Highway 56 and Berthoud Parkway
- Issues handled this week
 - Vehicles with expired plates
 - Question about golf carts in town
 - Low hanging tree in Fickel Park
 - Continued contact with 1600 Mt. Meeker about short term rental violation
 - Dog locked in car with windows up
 - Weeds
 - Multiple vehicles with expired registrations.
 - Trailers/Campers being stored on streets.
 - Dog at large enforcement.
- Work on writing/implementing/changing ordinance for junk vehicles on private property
- Met with Curt, Jim and a local resident about a property on 1st street and multiple issues going on there.